

YOLO HABITAT JPA STEERING COMMITTEE MEETING GUIDELINES

Purpose: The primary purpose of the Steering Committee is to assist in the preparation of the Yolo County HCP/NCCP. The Steering Committee will accomplish this by conducting a careful review of all relevant materials and documents, introducing, evaluating and synthesizing ideas and information, and engaging in meaningful discussion to resolve complex issues and reach the greatest possible stakeholder consensus. Based on a thorough review, evaluation and discussion of the Yolo County HCP/NCCP, the Steering Committee will provide recommendations to the JPA Board.

Members. Steering Committee members are appointed by the JPA Board to represent the various stakeholder interest groups. Each Committee member acts as a conduit between the Steering Committee and the interest group they represent, informing and providing input to both. Primary members (the members personally appointed by the JPA Board) or their organizations may select an alternate, and are encouraged to work closely with their alternates to ensure that they “speak with one voice”. Only primary members participate in the process of formulating recommendations, as defined below.

Consulting Team. The Consulting Team serves as a source of scientific, policy, economic and legal expertise appropriate to the development of the NCCP/HCP and works on behalf of the entire NCCP/HCP process. At the request of the Consulting Team, Committee members will work to address specific issues or undertake certain tasks necessary to advance the development of the plan.

Facilitator. The Facilitator’s role is to help the Steering Committee reach agreement between as many of the participants as possible on as many of the issues as possible. The Facilitator will help the Committee define goals, identify and resolve issues, develop and maintain critical paths and engage in creative problem solving.

Chairperson. The Committee will select a chairperson who will represent the Steering Committee at JPA Board meetings by fairly reporting all views of Committee members.

JPA staff. JPA staff will assist with meeting facilitation and coordination, and also acts as liaison between the Committee and both JPA Board and the Consulting Team.

Meetings. The Steering Committee is anticipated to meet monthly but may vary its schedule on an as-needed basis. JPA staff will be responsible for preparing and posting meeting notices, agendas and minutes on a timely basis. Meetings will called, noticed, held and conducted in accordance with the provisions of the Brown Act.

Attendance. Members will make every effort to attend meetings and inform the JPA staff in advance of absences or changed circumstances.

Preparation. Members agree to come prepared for meetings, having reviewed all previously distributed material related to an agenda item. JPA staff will make related agenda item materials available by email to each member one week in advance of the scheduled meeting. Members will have sufficient time to review material and proposed solutions so that they can meaningfully participate before being asked to provide input.

Contribution. Each member is encouraged to be a willing contributor at meetings, to communicate actively, to share relevant technical information, and to strive for consensus on a timely basis. Each member is expected to be open minded, to listen to others, to respect other's points of view, to be direct and considerate, to show respect for the other members, to suggest solutions, and be willing to explain their concerns to others.

Authority. If a member does not have the authority to bind his/her organization, the member agrees to keep his/her organization informed on an on-going basis about the issues before the Committee, including possible solutions to those issues.

Information. Information provided to the Committee may include information that is draft or preliminary. Members agree to treat such information accordingly.

Brainstorming. Members will be encouraged to "brainstorm" a variety of solutions to specific issues. Ideas presented by members will not be considered binding or final until or unless they become part of a final recommendation agreed to by the Committee.

Formulating recommendations. The Steering Committee will attempt to reach agreement on its recommendations by consensus. Consensus is achieved when all members can accept the decision being made, recognizing that while an action may not be the preferred result, it represents a fair way of responding to the needs of the participating interests. Although the Committee will strive for consensus, if after thoroughly identifying, exploring, discussing and considering an action the Committee fails to reach a strict consensus of 100% agreement, the Committee may then reach a decision by a 60% super-majority vote of primary committee members. If the 60% super-majority vote fails to resolve an issue, the Chairperson will report the outcome to the JPA Board.

Resolving conflicts. The facilitator will use a variety of dispute resolution techniques to work through difficult issues.

Tracking issues and resolutions. The JPA staff will prepare and maintain an annotated "list of issues" that identifies specific issues, status of the issues, and resolutions. Members will make every effort to move forward once decisions have been made and to limit requests that the committee revisit decisions. However, the availability of new information or changed circumstances will be a legitimate reason to revisit past decisions. New members, or members who are absent from meetings, are expected to "get up to speed" by asking for a separate briefing by JPA staff or the Facilitator outside of regularly scheduled Committee meetings.